

Employee Development Leaves of Absence

Brief

Title:	Employee Development Leaves of Absence
Publication date:	6/30/2015
Effective date:	11/15/2006

BRIEF

Policy Summary

Professional Research or Teaching Leave (PRT)

To promote the continuing professional growth and competence of senior administrative professional (job titles identified as "professional" in the Human Resources Information System [HRIS]) and scientific staff members, the Laboratory Director may grant professional research or teaching leave (PRT Leave) to a limited number of employees. Approval and recommendation from the division director must be obtained before submitting the request to the Laboratory Director. Approval for such leave will be based on evidence that Berkeley Lab will benefit from the proposed work and that the candidate will continue employment at the Laboratory or another DOE-funded employer for a reasonable period following the leave. The leave may be spent at appropriate institutions either within or outside the United States.

Professional Renewal Leave (PR)

The Laboratory Director may grant professional renewal leave to a limited number of Laboratory managers or scientific personnel who have made outstanding contributions in furtherance of Laboratory objectives. The purpose of professional renewal leave is to provide these individuals an opportunity to attach themselves to external organizations and/or programs for the purpose of professional revitalization and development. These temporary external assignments will be approved based on technical and programmatic relevance, to ensure mutual benefit to both the Laboratory and the employee.

Who Should Read This Policy

Portions of this policy apply to the following employee classifications: [Career](#), [Term](#), and [Faculty](#).

This policy does not apply to the following employee classifications: [Postdoctoral Fellow](#), [Limited](#), [Graduate Student Research Assistant \(GSRA\)](#), [Student Assistant](#), [Rehired Retiree](#), and [Visiting Researcher](#).

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

For more information, contact your [division's Human Resources Center](#).

Feedback on HR policies or procedures is welcomed. Send comments to hrpolicies@lbl.gov.

Policy

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POLICY

A. Purpose

Professional Research or Teaching Leave (PRT)

The purpose of this policy is to promote the continuing professional growth and competence of senior administrative professional (job titles

identified as "professional" in the Human Resources Information System [HRIS]) and scientific staff members, the Laboratory Director may grant professional research or teaching leave (PRT Leave) to a limited number of employees.

Professional Renewal Leave (PR)

The purpose of professional renewal leave is to provide these individuals an opportunity to attach themselves to external organizations and/or programs for the purpose of professional revitalization and development.

B. Persons Affected

Portions of this policy apply to the following employee classifications: **Career**, **Term**, and **Faculty**. This policy does not apply to the following employee classifications: **Postdoctoral Fellow**, **Limited**, **Graduate Student Research Assistant (GSRA)**, **Student Assistant**, **Rehired Retiree**, and **Visiting Researcher**.

C. Exceptions

Requests for exceptions that exceed what is allowed under current policy or that are not expressly addressed by current policy are considered exceptions to policy. A request for an exception to policy requires, at minimum, approval by the Compensation Manager and the Chief Human Resources and Diversity Officer (CHRO).

D. Policy Statement

1. **Professional Research or Teaching Leave.** To promote the continuing professional growth and competence of senior administrative professional (job titles identified as "professional" in the Human Resources Information System) and scientific staff members, the Laboratory Director may grant professional research or teaching leave to a limited number of employees. Approval and recommendation from the division director must be obtained before submitting the request to the Laboratory Director. Approval for such leave will be based on evidence that the Laboratory will benefit from the proposed work and that the candidate will continue employment at Berkeley Lab or another DOE-funded employer for a reasonable period following the leave. The leave may be spent at appropriate institutions either within or outside the United States.

1. **Qualifications.** The candidate must have outstanding professional ability and propose a firm plan of study, teaching, or research that is clearly relevant to the interests of the Laboratory and within the individual's competence. The candidate must also have been continuously employed by the Laboratory for four years or more. University of California faculty members are eligible to participate in this program if their Laboratory appointment is at 50% or more time during the academic year.
2. **Salary**

1. Salary payments made by the Laboratory to an employee for professional research or teaching leave may not exceed the following schedule:

Years of Service or Years Since Last Professional Research or Teaching Leave	Up to 6 months	6–12 months
4	0.89 salary	0.44 salary
4-1/2	Regular salary	0.50 salary
5	Regular salary	0.56 salary
5-1/2	Regular salary	0.61 salary
6	Regular salary	0.67 salary
7	Regular salary	0.78 salary
8	Regular salary	0.89 salary
9	Regular salary	Regular salary

2. In the case of a University faculty member with a less than 50% campus appointment, professional research or teaching leave payments may be approved to the extent necessary to offset sabbatical privileges for which the faculty member is ineligible.
 3. **Duration of Leave.** The period of leave will not exceed 12 months.
 4. **Travel Expenses.** Travel expenses will not be reimbursed by the Laboratory.
 5. **Vacation and Sick Leave Credits.** Vacation and sick leave credits will not accrue to the employee **during the leave**.
 6. If the employee voluntarily leaves Laboratory employment within one year of returning from leave, he or she must repay the Laboratory all funds provided as stated above.
2. **Professional Renewal Leave.** The Laboratory Director may grant professional renewal leave to a limited number of Laboratory managers or scientific personnel who have made outstanding contributions in furtherance of Laboratory objectives. The

purpose of professional renewal leave is to provide these individuals an opportunity to attach themselves to external organizations and/or programs for the purpose of professional revitalization and development. These temporary external assignments will be approved based on technical and programmatic relevance, to ensure mutual benefit to both the Laboratory and the employee. The following general provisions apply:

1. The candidate must be a recognized senior scientific or management series employee for whom it would not normally be practical to utilize either the college-level courses program or the professional research or teaching leave.
2. The period of leave must not exceed six months.
3. Salary payment, vacation, sick leave, and other benefits will continue as if the employee were in full-duty status at the Laboratory.
4. The Laboratory may provide travel support in accordance with the [Travel Policy](#).
5. If the employee voluntarily leaves Laboratory employment within one year of returning from leave, he or she must repay the Laboratory all funds provided as stated above.

E. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

For detailed legal requirements covering all University records, see University of California Legal Requirements on Privacy of and Access to Information, Business and Finance Bulletin RMP-8 (Records Management Program series).

H. Implementing Documents

None

I. Contact Information

For more information, contact your [division's Human Resources Center](#).

Feedback on HR policies or procedures is welcomed. Send comments to hrpolicies@lbl.gov.

J. Revision History

Date	Revision	By whom	Revision Description	Section(s) affected	Change Type
1/2/2012	0	M. Bello	Rewrite for wiki (brief)	All	Minor
11/19/2014	1	L. Westphal	Rewrite for wiki (policy)	All	Minor
6/30/2015	1.1	L. Westphal	Revised to be consistent with Contract 31, Appendix A	D.1.f and D.2.e	Editorial

Document Information

DOCUMENT INFORMATION

Title:	Employee Development Leaves of Absence
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Policy Area:	Employee Development
RPM Section (home)	Human Resources
RPM Section (cross-reference)	Sections 2.04(H) & (I)
Functional Division	Human Resources

Prior reference information (optional)	
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Source Requirements Documents

- DOE Contract DE-AC02-05CH11231, Mod No. M046, Sec. J, App. A, Advance Understandings on Human Resources
- University of California Personnel Policies for Staff Members (PPSM) 50, [Professional Development](#)
- University of California Regent's Standing Order 103.4, [Sabbatical Leaves](#)

Implementing Documents

None

Document number	Title	Type
		Process
		Form
		Procedure